

February 28, 2023

The Honorable Aaron Michlewitz, Chair
House Committee on Ways and Means
State House, Room 243
Boston, MA 02133

The Honorable Michael Rodrigues, Chair
Senate Committee on Ways and Means
State House, Room 212
Boston, MA 02133

Dear Chairs Michlewitz and Rodrigues:

In compliance with the provisions of M.G.L Chapter 10, §66, please find enclosed the FY22 annual report for the Drunk Driving Trust Fund, administered by the Massachusetts Office for Victim Assistance (MOVA).

This report provides the House and Senate Committees on Ways and Means with information required relative to the collections, expenditures, and award requirements of the Fund established under the chapter.

Thank you for your continued support of victims of crime in Massachusetts.

Sincerely,



LIAM T. LOWNEY
Executive Director

**FEBRUARY 2023
ANNUAL REPORT**

Drunk Driving Trust Fund (DDTF)

Annual Report to the Massachusetts Legislature

Submitted by the
Victim and Witness Assistance Board
Massachusetts Office for Victim Assistance

MOVA

One Ashburton Place
Suite 1310
Boston, Massachusetts
02108

Phone (617) 586-1340
Fax (617) 586-1341
www.mass.gov/mova

Preface

This report on the Drunk Driving Trust Fund (DDTF) is submitted to the Massachusetts House and Senate Committees on Ways and Means as required by Massachusetts General Law Ch.10 §66, which states:

There shall be established and set up on the books of the commonwealth a separate fund to be known as the Victims of Drunk Driving Trust Fund. The fund shall consist of monies paid to the courts pursuant to the third paragraph of subparagraph (1) of paragraph (a) of subdivision (1) of section 24 of chapter 90, together with any interest or earnings accrued on such monies through investment or deposit. The state treasurer shall be the custodian of the fund and shall receive, deposit and invest all monies transmitted to him under this section in accordance with sections 34, 34A and 38 of chapter 29 in such a manner as to secure the highest rate of return available consistent with the safety of the fund, and shall credit interest and earnings on the trust fund corpus to the trust fund. The state treasurer shall transfer funds from the income and receipts of the fund to the victim and witness assistance board, as established in section 4 of chapter 258B, from time to time, at the request of the board. The board shall administer grants from the fund, without further appropriation, and may award them to community-based programs and public agencies in the commonwealth to provide counseling and support services to victims, witnesses and their family members of crashes caused by persons driving under the influence of drugs or alcohol.

*The board may also permit the allocation of funds for the purposes of impaired driving prevention, education and training services. The board shall develop, in conjunction with the department of public health's bureau of substance abuse and the Massachusetts chapter of Mothers Against Drunk Driving, written criteria for the awarding of grants and other funding allocations, which shall be evaluated and, if necessary, revised on an annual basis. For the purposes of this section, the words "victim," "witness" and "family member" shall have the same meaning as defined in section 1 of said chapter 258B. **The board shall file a report detailing the amount of funds collected and expended from the fund along with a copy of the written criteria used to expend the funds to the house and senate committees on ways and means annually not later than February 28.** An amount not to exceed 5 per cent of the total funds deposited in the fund may be expended by the board for administrative costs directly attributable to the grants and programs funded by the fund, including, but not limited to, the costs of clerical and support personnel. Any unexpended balance of monies in the fund at the end of the fiscal year shall not revert to the General Fund but shall remain available for expenditure from such fund in subsequent fiscal years. No expenditure made from the fund shall cause the fund to become deficient at any point during a fiscal year.*

For additional copies of this report, or any questions regarding DDTF please contact:

Stephanie McCarthy
Director of Policy and Legislative Affairs
1 Ashburton Place, Room 1310
Boston, MA 02108
617-586-1355
Stephanie.I.McCarthy@mass.gov

Summary

Pursuant to M.G.L. c. 10, § 66, the Massachusetts Office for Victim Assistance (MOVA) is submitting this report to the House and Senate Ways and Means Committees to detail Drunk Driving Trust Fund funding and activities during FY22.

DDTF awarded 9 government and community-based agencies over \$249,000 to provide impaired driving prevention, education, and training (PET) activities in FY22. PET programming was implemented within 5 counties and reached audiences that included law enforcement, high school and college students, school faculty, parents, healthcare professionals, mental health providers, bartenders, and servers among others.

DDTF collections in FY22 increased slightly over FY21 deposits, however the deposits over a five-year period continue to highlight an overall decline. In FY19, to preserve DDTF funds for the future, MOVA began to fund most direct services related to impaired driving through, at the time, increased federal Victims of Crime Act (VOCA) grants rather than the trust. In this effort, prior service levels had not been disrupted. As VOCA funding has significantly reduced in the last several years, MOVA will be reevaluating funding decisions in the next fiscal year.

Most funded programs were able to shift historical grant activities back to in-person or hybrid formats due to lessened restrictions relative to the COVID-19 pandemic. Reversions to the DDTF during FY22 were caused by staffing challenges rather than cancellations or lack of technological mechanisms to host remote events.

Fund History

DDTF was created by the Massachusetts Legislature in 2002 to provide direct support services to victims, witnesses, and their family members impacted by drunk and drugged driving crashes. Funding is derived from an assessment of \$50.00 that is levied against a person who is convicted, placed on probation, granted a continuance without a finding, or admits to sufficient facts for operating a motor vehicle while under the influence.

These fines are directed to the DDTF and granted out to government and community-based agencies that provide free services including criminal justice advocacy, counselling services, case management, peer support, and information/referrals to other needed services. To increase awareness and impact of DDTF services, services were expanded in 2012 to include prevention, education, and training (PET) activities. Multiple stakeholders have been awarded PET funds over the past 10 years including police departments, District Attorneys' Offices, victim service agencies, mental health clinics, and community coalitions. Recipients have developed and facilitated a wide array of curricula, events, and trainings that are geared for multiple audiences and meet regionally specific needs.

In FY22, programs with a history of receiving DDTF funding to provide direct victim services to victims of drunk or drugged driving continued to receive grants through the federal Victims of Crime Act (VOCA). This change, beginning in FY19, was initiated to utilize increased federal funding and preserve declining DDTF funds for future years.

In the ensuing years, however, VOCA grants have declined significantly and our future ability to fund direct victim services with this federal funding stream is limited. As we monitor our federal awards, it is likely that MOVA will reevaluate funding decisions to support victims of drunk and drugged driving. We will explore alternative ways to ensure these victims have adequate and equitable services and prevention models throughout the Commonwealth.

Fund Administration

Collections:

In FY22 (July 1, 2021– June 30, 2022), collections directed to DDTF were \$259,434.80 representing a slight increase from the previous fiscal year. Although positive, MOVA has witnessed a declining trend over the past several years (*see Table 1*).

Table 1: DDTF Deposits FY16 – FY22

Annual Deposits to the Drunk Driving Trust Fund	
Fiscal Year	Amount
FY2016	\$477,928.74
FY2017	\$446,291.67
FY2018	\$343,465.95
FY2019	\$350,179.15
FY2020	\$302,722.87
FY2021	\$248,151.38
FY2022	\$259,434.80

Reversions:

The DDTF experienced a 18% reversion rate in FY22. Due in large part to staffing challenges, two programs reverted their entire awards.

Criteria Used to Expend Funding:

DDTF grant applications are open to qualified applicants who operate as a public agency or a nonprofit organization. They must operate in Massachusetts and have a history of providing victims services or efforts to prevent, educate, or train involved parties related to impaired driving crimes. With the assistance of external reviewers, MOVA grants team members review applications for funding allow-ability and inclusion of costs that reflect the services proposed. Funding is awarded based on demonstrated need, justification for request and current funding available. Scores and feedback are then compiled to develop funding recommendations that are reviewed and approved by the Victim and Witness Assistance Board.

A sample of the DDTF “Request for Grant Applications” (RGA) is attached to this report.

Prevention, Education, and Training (PET) Grants:

PET grants aim to prevent impaired driving from occurring, educate various audiences about the dangers and consequences, and train personnel involved in responding to this type of crime in some capacity. PET contracts were awarded to 9 agencies in FY22, which totaled \$249,092. Funded programs and awards remained level from DDTF grants provided by MOVA in the previous fiscal year. PET services were provided in 5 counties reached varying audiences that included police departments, District Attorneys' Offices, victim service agencies, mental health clinics, and community coalitions.

Table 2: DDTF PET Grant Contracts

Agency	Program Name	FY20 Award
City of Worcester, WPD	Worcester Drunk Driving Prevention Program	\$18,000.00
Hampden District Attorney's Office	Stop the Swerve	\$46,000.00
LUK Crisis Center	Peers for Prevention	\$44,000.00
Martha's Vineyard Community Services	Student Risk Reduction Program	\$18,000.00
Middle District Attorney's Office	Youth OUI Prevention	\$31,000.00
Norfolk District Attorney's Office	TEAM RIVAL	\$14,918.00
Plymouth County District Attorney's Office/ PCDA	Plymouth County Drug Abuse Task Force	\$12,000.00
Southeast Family Services/South Shore Resource and Advocacy Center	SSRAC	\$55,000.00
Town of Norwood/TONW	Public Health Department	\$10,174.00
	Total:	\$249,092.00

Prevention, Education, and Training Descriptions:

- Alcohol-server awareness training targeted to alcohol license holders, including owners, managers and employees at establishments with an alcohol license violation in order to help educate this key population about the dangers and consequences of OUI and how they can help reduce the problem
- Public Service Announcements, social media engagement campaigns, and marketing awareness efforts relative to the consequences of impaired driving
- Peer-to-peer workshops and peer leadership conferences to convene youth drivers
- School assemblies, external community outreach, and educational presentations
- Safe, alcohol-free activities for post-prom, post-graduation or other spring events targeted to high school students
- Hands-on demonstrations of risks and impacts of impaired driving

Audience and Public Impact:

In FY22, PET grant agencies reached a total audience of 5,071 event attendees across 17 unique events (*see Figure 1*). Programs reported their targeted audiences as students encompassing middle school, high school, and college as well as the general public (*see Figure 2*). Ten programs

reported distributing materials to attendees, including posters, handouts, public service announcements, and other informational resources and over 30 social media impressions were made to promote, share, and highlight programming throughout the reporting period.

Figure 1: Number of PET Event Attendees

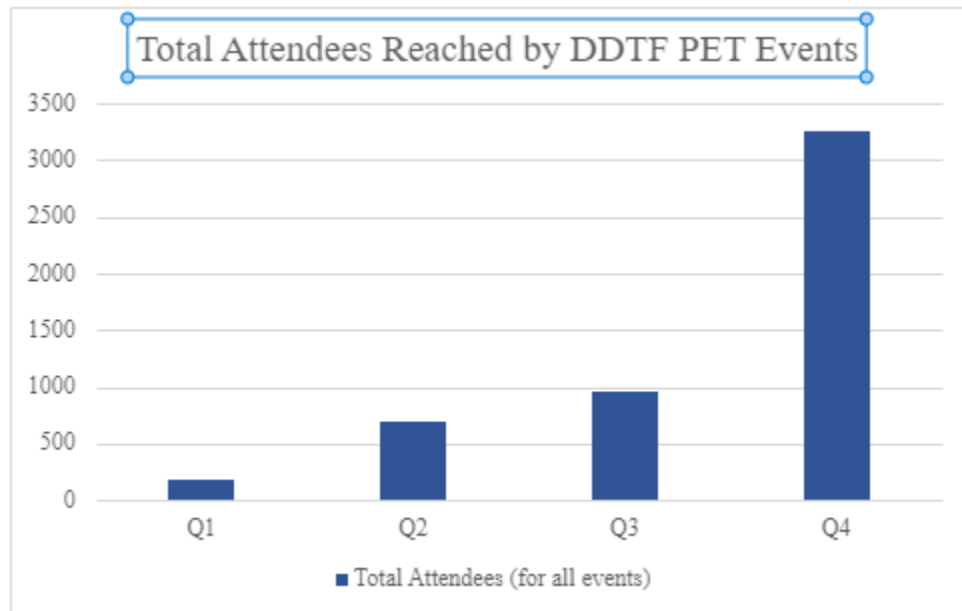
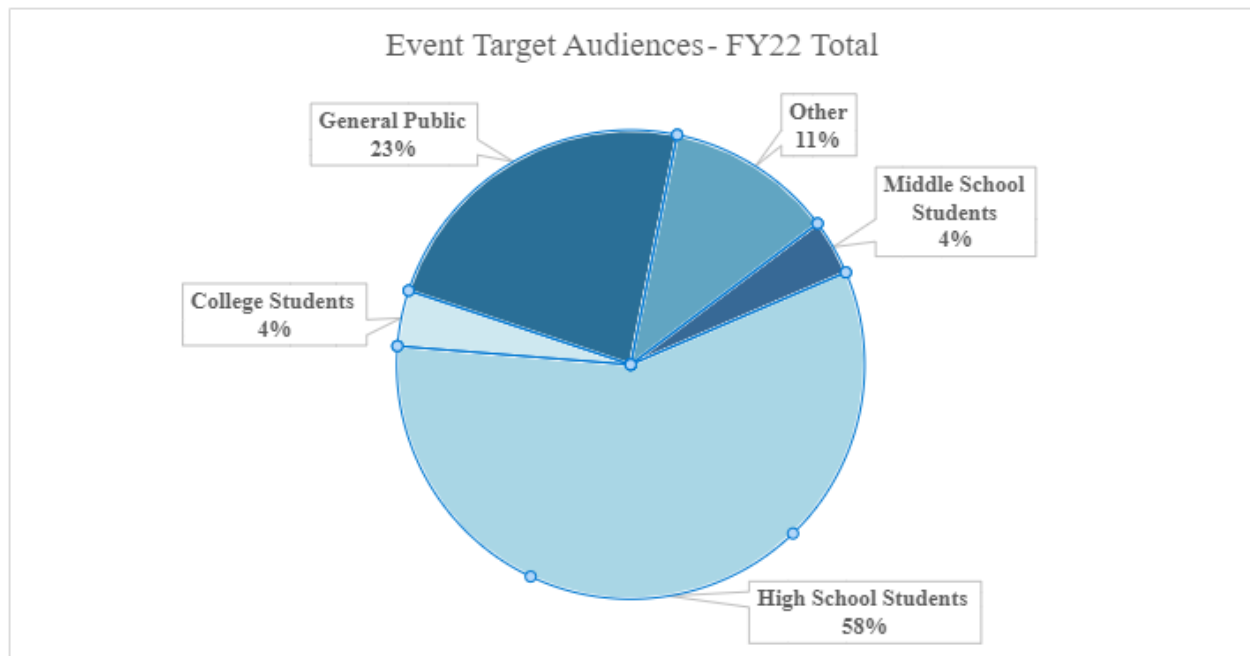


Figure 2: Target Audiences of Events



Grant Monitoring:

MOVA provides programmatic and fiscal oversight of all DDTF Programs. Activities include:

1. Communication via the listserv/Constant Contact to share resources, grant compliance issues, training opportunities, and other relevant updates;
2. Ensuring proper billing, including verifying all required back-up documentation is submitted with invoices (payment is based on a cost-reimbursement basis);
3. Conducting site visits to identify program success and compliance with the grant policies and procedures;
4. Providing training and technical assistance to each agency; and
5. Collecting statistical information from providers quarterly.

MOVA engages external stakeholders to seek input including the Executive Office of Public Safety and Security, Highway Safety Division, the Department of Public Health's Injury Prevention Coordinator, the Traffic Safety Coalition, the Safe Transportation Advisory Board, and the MassPINN Network.

Moving Beyond the COVID-19 Pandemic

For the last several years, the COVID-19 pandemic impacted award recipients as a result of ongoing social distancing measures and other various public health protocols. While many agencies had the capacity to pivot much of their programming to virtual platforms and continue to provide services to their communities, some planned events and programs had been cancelled and dollars reverted to the DDTF. In FY22, programming has largely resumed and a combination of virtual, hybrid, and in-person events were hosted throughout the year.

The lifting of previous public health measures, especially in public spaces, have also contributed to the increase in collections to the Fund. As most restaurants, bars, and other public gathering spaces have resumed their operation hours and guest capacities, it is likely that drunk or drugged driving incidents also increased in the Commonwealth.

Drunk Driving Trust Fund (DDTF) Prevention, Education and Training Grant



FY 2022 Request for Grant Applications

Massachusetts Victim and Witness Assistance Board

Attorney General Maura T. Healey, Chair
Jonathan W. Blodgett, District Attorney, Essex County
Anthony Gulluni, District Attorney, Hampden County
Lavinia Weizel, Public Member
Danielle Sicard, Victim/Public Member

Liam T. Lowney, Executive Director

Massachusetts Office for Victim Assistance
One Ashburton Place, Room 1101
Boston, MA 02108

(617) 586-1340 (TEL)

mov@mass.gov

<http://www.mass.gov/mov>

The mission of MOVA is to empower all crime victims and witnesses in the Commonwealth of Massachusetts. MOVA strives to ensure access to equitable services, across the Commonwealth, which meet the unique needs of those impacted by crime through survivor-informed policy development, fund administration, training, and individual assistance.

Massachusetts Office for Victim Assistance

Drunk Driving Trust Fund Prevention, Education and Training Grant (DDTF PET) Request for Grant Applications (RGA)

RGA File Name/Title:

FY2022 DDTF PET Renewal

RGA File Number:

2022DDTFPET

Procuring Department:

Massachusetts Office for Victim Assistance

Address:

One Ashburton Place, Suite 1101
Boston, MA 02108

Telephone:

617-586-1340

Procurement Team Leader:

Kristen Tavano, Senior Grants Procurement Manager

E-mail address:

kristen.tavano@mass.gov

Applicable Procurement Law

MOVA adheres to 815 CMR 2.00, the Comptroller's policy for State Grants, Federal Sub-Grants and Subsidies (September 2014). Information pertaining to these procurement regulations may be found on the [comptroller's website](#).

Expected Duration of Contract (initial duration and any options to renew)

<i>Contract Duration</i>	<i>Number of Options</i>	<i>Number of Years</i>	<i>Instructions</i>
Initial Duration	n/a	One – July 1, 2020-June 30, 2021	Initial 1 year contract
Renewal Options	1	One – July 1, 2021-June 30, 2022	Dependent on agency performance, identified renewal requirements, and availability of funds.
Total Maximum Contract Duration	n/a	2 years (July 1, 2020-June 30, 2022)	n/a

RGA and all required forms can be downloaded from <https://www.COMMBUYS.com/bsa/>
Or at www.mass.gov/mova

Introduction

This procurement is a funding renewal for currently funded DDTF PET agencies/programs only. The purpose of this procurement is to seek qualified applicants who provide prevention, education and/or training related to crashes caused by persons driving under the influence of drugs or alcohol (OUI).

The Massachusetts Office for Victim Assistance (MOVA), operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB is the designated state authority to administer funds from the Drunk Driving Trust Fund (DDTF). M.G.L. Chapter 10 Section 66 allows the VWAB to award funding to community-based programs and public agencies in the commonwealth to provide counseling and support services to victims, witnesses and their family members of crashes caused by persons driving under the influence of drugs or alcohol. The VWAB may also permit the allocation of funds for the purposes of impaired driving prevention, education and training services.

Eligibility

Qualified applicants within the Commonwealth of Massachusetts who are interested in applying for DDTF funds must operate as a nonprofit with 501(c)(3) status, community-based organization or a public agency with a history of providing services to crime victims, or efforts to prevent, educate, or train involved parties related to OUI crimes. The program must have the approval and support of the agency's Board of Directors, or agency leadership (for public agencies) in applying for DDTF funding.

Successful applicants must abide by the programmatic and fiscal requirements set forth in this RGA and the provisional edition of the DDTF Policies & Procedures Manual. Applicants are strongly encouraged to read all documents thoroughly prior to preparing your application, and ask questions during the open question and answer period.

Renewal Proposals:

MOVA is seeking to continue to fund existing prevention, education, and training service (PET) programs. PET programs will focus on providing information that will help to prevent OUI from occurring; educate various target audiences about the dangers and consequences of OUI; and train personnel who will be involved in assisting victims after and OUI. Programs may receive up to, but will not exceed, one year of funding for this programming. PET programs may apply for funding for first time offender programs (i.e. below legal drinking age) but not repeat or perpetual offenders.

As an example, MOVA is seeking to fund the following types of projects:

- *Public Awareness* via cable, web, and other technology to educate about the dangers of OUI;
- *Youth Peer-to-Peer Programs* to educate teenage drivers about the consequences of substance abuse impaired driving;
- *Programs* designed to diminish recidivism by exposing youth to the real-life consequences of bad driving decisions;
- *Training* for those who respond directly to victims and survivors of OUI crashes, such as police officers, victim support workers, and other emergency services personnel.

Available Funding

For FY22, MOVA anticipates making level funding - approximately \$250,000.00 - available to eligible and allowable programming. FY22 DDTF PET awards will run from July 1, 2021 – June 30, 2022. Funding for these awards will be supported via the Drunk Driving Trust Fund. MOVA anticipates that the FY23 procurement will be an open bid.

Funding associated with this grant is subject to receipt of identified funds and approval by the VWAB. MOVA reserves the right to reduce grant awards and/or modify required services or priorities associated with these grants.

Drunk Driving Trust Fund Victim Services (DDTF VS)

Programs with a history of receiving or who are interested in providing victim services to victims of drunk or drugged driving are encouraged to apply to the upcoming FY23 Victims of Crime Act (VOCA) open bid, as it continues to replace the historically separately procured DDTF VS grant.

Matching Requirement

There is no match requirement required for DDTF PET grant applications.

Method for Cost Reimbursement

DDTF grants are cost reimbursement. Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must have sufficient funds on hand to support the project without a cash advance. **Reimbursements will be made only for costs included in the approved program budget, and only after the approved costs are incurred and expensed.** Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

Application Process

Register on COMMBUYS

COMMBUYS, the Commonwealth's Procurement system will be utilized for posting the application, questions, and ultimately the awards related to this procurement. Any interested applicant considering applying for DDTF funds is encouraged to register on COMMBUYS as a "Seller". Information regarding registration and training can be found at: <http://www.COMMBUYS/training-and-registration.html>

Timeline

November 13, 2020	Anticipated Date, Release of Request for Grant Applications on COMMBUYS
December 16, 2020	Deadline to submit written questions regarding RGA Answers to question will be posted on COMMBUYS on or before December 18, 2020
January 8, 2021	Grant Submission Deadline 5:00 p.m.
March 2021	Pending Victim & Witness Assistance Board Meeting: Vote on DDTF PET awards
Spring 2021	FY22 DDTF PET contracting process
July 1, 2021	Start date for FY22 DDTF PET grant
June 30, 2022	End date for DDTF PET grant

Note: Timeline is subject to change at the discretion of MOVA and/or the Victim and Witness Assistance Board.

Bidders' Conference

There will not be a bidders' conference for this renewal. Applicants are encouraged to submit questions as detailed in the section below.

Questions/Technical Assistance

Kristen Tavano, Senior Grant Procurement Manager is the designated Procurement Team Leader for this RGA. Applicants may submit written questions about the RGA or Policies and Procedures until December 16, 2020. Questions should be e-mailed to kristen.tavano@mass.gov. Answers to all questions received will be posted on COMMBUYS and www.mass.gov/mova on or before December 18, 2020. **In order to abide by the Commonwealth's Procurement Policies and Procedures, only written questions will be permitted.**

Any amendments, cancellations, or corrections and clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on COMMBUYS, and sent via e-mail to applicants intending to apply.

Documents for Application Submission:

A. Application Narrative

Template not provided. Via a word document or PDF, respond to the following questions.

1. Provide an overview of the existing PET program or project, the activities related to the program or project, and the project's catchment area and state number of individuals to be reached. Include information on program/project effectiveness in FY21, including number of individuals reached. Note: if your event(s) were impacted due to COVID-19, describe the impact and the limitations to executing your planned program/project.
2. Identify the ongoing need for PET program/project described in question 1. Be specific through inclusion of demographics, using the most recent data available and comparison data, if available.
3. Explain what the intended outcomes or results for this project are, including the intended impact on the target audience, how the effectiveness of the project has been and will continue to be measured, and why the project or program should continue to be funded.

B. Logic Model

Applicants will use the FY21 logic model to update proposed FY22 DDTF PET funded activities. Successful applicants will revise and enhance the logic model during the contracting process. Include the following information:

- *Inputs/Resources* – resources that are being invested in the program/project.
- *Activities* – actions or events that the program/project does with the resources provided.
- *Outputs* – products that result from those activities and who will be included in them.
- *Projected outcomes* – both short- and long-term changes in behavior or knowledge as a result of the program/project. Short-term outcomes are immediate, measurable results of the activity that are typically presented in less than 2 years, and long-term outcomes are intended project results in the future (i.e. 4 to 5 years, or more).

C. FY22 Grant Funding Request Form and Narrative

For each line item, it is required that a budget narrative is completed to justify and explain all costs in full detail. Review the effective version of the DDTF Policies & Procedures, PET allowable costs, for more information on the allowable costs within each category.

D. Paid PET Staff: Job Descriptions and Resumes

Any personal or identifying information, beyond the employee's name, **should** be redacted. All applications become public documents after funding decisions are made. Applicants must provide a one-page job description for each proposed DDTF-funded position. Describe only the activities funded through DDTF funds. Staff titles must match those titles listed in the narrative, logic model, and funding request. The qualifications, lines of supervision, work hours and job activities should be clearly defined. The job descriptions will become part of the grant. If available, place the corresponding resume after each job description.

E. Organizational Questionnaire

Submit form addressing questions based on applicant agency (if submitting multiple applications, you must submit this form with each application).

F. Contractor Authorized Signatory Listing Form

All applicants must complete the Contractor Authorized Signatory Listing Form, which identifies the individual(s) authorized to sign contracts for the organization. Applicants may authorize multiple signatories for the organization. The authorized signatory on application must be identified on this form. State agencies are also required to submit this form.

Grant Application Submission

Applications are due no later than 5:00pm on January 8, 2021.

Final decisions to extend or waive deadline requirements due to extraordinary circumstances (such as the closure of state government due to inclement weather conditions, strikes, or unforeseen circumstance) may warrant an exception, which will be communicated by MOVA. Individual applications received after the submission deadline will be deducted points from their overall score.

Applicants must submit all documents as separate attachments. Application documents created by MOVA must be received in their respective formats (excel) and cannot be accepted in an alternative format i.e. scanned copies. Electronic signatures are required. Applicants may use read receipts to ensure delivery of applications.

Application documents must be e-mailed to: MOVAGrants@state.ma.us

Ensure that attachments are labeled correctly, clearly identifying whom they are from and what the document is. MOVA recommends using the following example as a proper attachment label:

- *Example 1:* 2022DDTFPET_ApplicationNarrative_AgencyName
- *Example 2:* 2022DDTFPET_FundingRequestForm_AgencyName

Evaluation Criteria

MOVA will conduct a preliminary review of applications to ensure eligibility. Applications will be subsequently reviewed for completeness, including submission of critical elements (application narrative, funding request form and logic model). Those applications that do not meet all of the eligibility requirements as outlined may not be funded.

The evaluation system is a tool only and is not wholly determinative of which agencies are awarded grants. MOVA will make a best value determination and reserves the right to negotiate budgets with successful applicants. As this RGA is considered a continuation of the awards from FY21, any award will be approved based on demonstrated need, justification for request, and current funding available. Additional evaluative criteria may include, but is not limited to: prior compliance with requirements such as timely submission of expenditure and data reports; monitoring findings and agency response.

The following areas will be considered when reviewing applications:

- Has applicant provided a complete application, including a detailed narrative and funding request, which outlines DDTF PET allowable services and describes program/project effectiveness in FY21?
- Has applicant provided an overview of the program and identified the ongoing need for this program through specific data?
- Has applicant identified the intended outcomes for the program, including how the effectiveness of the program will be measured?

Debriefing Procedures:

Unsuccessful applicants may request a debriefing from MOVA. To request a virtual debriefing, the agency must contact the Procurement Team Leader via e-mail. Requests for a virtual debriefing must specify which grant the debriefing is referring to and be received within 14 days of the award vote by the VWAB. The Procurement Team Leader will schedule a mutually convenient time to meet, in person or via conference call. A debriefing presents an opportunity for the unsuccessful applicant to ask questions regarding the evaluation of its response and the review process overall. Debriefings are forums in which areas of weakness or non-compliance in the applicant's application can be identified and discussed, along with suggested improvements for future applications. Unsuccessful applicant aggrieved by the decision of a department must participate in a debriefing as a prerequisite to an administrative appeal.



If selected for a DDTF award, a copy of the Standard Contract Form will be e-mailed to the Executive Director of your agency and copied to the identified Contract Manager in your grant, and must be signed before the deadline in order to enter into a contract with the Commonwealth. By signing this form, the Contractor agrees to comply with all applicable Massachusetts and federal laws and regulations and to perform the contract in accordance with the Commonwealth Terms and Conditions for Human and Social Services.

The applicant may not alter this RGA or its components except for those portions intended to collect the bidder's response. Modifications to the body of the RGA, application, specifications, terms and conditions, or any other documents that would change the intent of this RGA are prohibited. Any modifications other than those made where the applicant is prompted for a response will disqualify the response.

Applications are expected to be complete upon submittal. MOVA reserves the right to deny review of an incomplete application. Review the Checklist carefully to ensure that required information is not omitted from the application. Do not submit any materials that are not requested, as they will not be considered.

Successful applicants will receive an award notification, however, this is not equivalent to budget approval which will occur separately during the contracting process.